SafeAssign is a plagiarism detection and prevention service. This service helps educators prevent plagiarism by detecting unoriginal content in student papers.

SafeAssignments work very similarly to regular Blackboard Assignments, with the added feature of detecting plagiarism. However, it is not possible to turn a regular Assignment into a SafeAssignment (or vice versa). SafeAssignments are integrated into the Grade Center just like regular Assignments.

The SafeAssign feature in Blackboard checks submitted papers against the following databases:

- **Internet** – Comprehensive index of documents available for public access on the Internet via Microsoft Windows Live search engine

- **ProQuest AB/Inform database** with over 1,100 publication titles and about 2.6 million articles from ‘90’s to present time, updated weekly

- **Institutional document archives** containing all papers submitted to SafeAssign by users in their respective institutions

- **Global Reference Database** containing papers that were volunteered by students from Blackboard client institutions to help prevent cross-institutional plagiarism

The Institutional Database is the archive of papers submitted by students in your institution. Each institution’s database is stored in the central SafeAssign service and kept separate from other institution’s databases. Papers are automatically added to this database upon submission and are stored in the central service to be checked against other papers submitted from the home institution. The Institutional Database is completely separate from other institutions unless the student volunteers to have their paper added to the Global Reference Database.
CREATING A SAFEASSIGNMENT

1. Navigate to the desired course.

2. Click on the content area within your course where you would like to add an assignment.

3. Select Assessments and then click SafeAssignment.

4. (Required) Type in a Name for the SafeAssignment and the Points Possible.
a. (Optional) Type in any special **Instructions** for the SafeAssignment. **NOTE:** You do not have the same formatting options available that you have for a regular Assignment.

b. (Optional) Decide if you want to **Make the assessment available** or not. By default, SafeAssignments will be available as soon as they are created.

c. (Optional) Determine if you wish to see the number of views.

d. (Optional) Determine if you wish to set availability dates (you can hide the assignment until you wish to make it available, you can hide it after the due date.)

e. (Optional) Determine if you wish to make this assignment a Draft assignment. Draft assignments are not saved in the institutional database and are designed to allow students to check for plagiarism on their own.

f. (Optional) Determine if you wish to make the SafeAssignment viewable by students, you can choose to make SafeAssignments viewable only by instructors or GTA’s.

5. You may choose to create an optional announcement.

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6. Click **Submit** when you are finished choosing options.

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<td>Click Submit to proceed. Click Cancel to quit.</td>
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MANAGING SAFEASSIGNMENTS

SafeAssignments require a little more time and effort to manage than regular Assignments. SafeAssignments can be reviewed in the course, which only compares SafeAssignments among the students in the course, or they can be reviewed in the context of broader databases, which compares the student submissions among other documents housed in the external SafeAssign servers.

Reviewing SafeAssignments in the Course

1. From Course Tools in the Control Panel, click **SafeAssign. IMPORTANT:** SafeAssign must be set to Available in your Tool Availability or it will not show up under Course Tools. To learn how to make it available see **Make Tools Available.**
2. Click **SafeAssignments**.

3. You will see a list of SafeAssignments that you have created. To view student submissions, click the action link for the assignment and select **View Submissions**.
4. On the View SafeAssignment page, you have several options available:

- You will see how the SafeAssignment compares to other student submissions in the Matching column.

- Click on the SA Report icon for that assignment to see a more detailed report of the SafeAssignment.

- Click on the Download File link for that assignment to download a copy of the student submission.

- Click Download All Submissions to download copies of all student submissions.

- Click the Text link for that assignment to simply see the text portions of that assignment. **NOTE:** All formatting will be removed.
Reviewing SafeAssignments using DirectSubmit

Papers can be submitted by instructors through DirectSubmit to the institutional database. This means that the papers are NOT checked against the Global Reference Database. Papers uploaded through DirectSubmit are NOT integrated into the Grade Center in Blackboard, so instructors are strongly recommended to create SafeAssignments using the method described above to ensure that the SafeAssignments show up in the Grade Center automatically when the SafeAssignment is created.

DirectSubmit allows instructors to submit papers one at a time or several at once in a *.ZIP file.

To use DirectSubmit:

1. From the Control Panel, click Course Tools.
2. Click SafeAssign.
3. Click DirectSubmit.

4. Papers are divided into Private and Shared.
   - Private papers are only available to the instructor who is currently logged into the course.
   - Shared means that other instructors and TAs in the course will see the results.
5. Click **Submit A Paper** to begin uploading a paper.

- Select **Submit as draft** if you do not want the paper added to the institutional search database.

- Select **Skip Plagiarism Checking** if you are simply adding papers to the institutional search database for other papers to check against. This is useful if an instructor wants to upload files from a previous course to ensure that current students are not re-using earlier work.
• Click **Choose File** to search for a file. Only the following file types are supported:
  
  o .zip
  o .doc
  o .docx
  o .odt
  o .txt
  o .pdf
  o .rtf
  o .html

• Or you can copy and paste the text of a document.

• Click **Submit** when finished.

**NOTES:**

• ZIP packages should not contain more than 100 papers.

• Submitting more than 300 papers in a session is NOT recommended.

• Papers that have over 5000 sentences or that are more than 10 MB in size cannot be submitted.

• Papers with images should not have the images exceed more than 2 MB in size or the submission may fail.